



City of Newport News
Department of Codes Compliance
2400 Washington Avenue 3rd Floor
Newport News, VA 23607
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Third Party Inspections

Understanding the time and weather sensitive nature of the construction industry and the fact that, from time to time, it may not be possible to schedule inspections to accommodate the needs of all of our clients, we have established this procedure for acceptance of third party inspections. Through this procedure, permit holders needing immediate inspections at a time when our offices are closed or when our schedule cannot be adjusted to accommodate the request, may secure the services of any firm or individual holding prior approval of this office.

In order to be considered for approval to perform third party inspections, the following information must be submitted:

1. Company name, address and phone number.
2. Name of Virginia-licensed engineer who will be responsible for filing reports of inspections with this office. (include original professional engineer's seal and signature)
3. Names of all individuals who will conduct field inspections. Provide engineer's license number for each inspector (or a copy of their Inspector's Certification - such as ACI, ICC, DHCD - if they are not licensed engineers).
4. Elements of construction which will be covered by the individual inspectors (footings, foundations, structural/non-structural framing, electrical, plumbing, mechanical, etc.).
5. A sample report.

Document packages will be reviewed as quickly as possible and the submitting agency will be notified of our determination. A list of all approved agencies will be maintained by our office and provided to those who request the information.

This policy is subject to review and revision at any time. If revisions are made, we will make every effort to contact those persons who have made use of the procedures described.